

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 06-01	Effective Date: 11/01/04	Revision Date: 09/07/11
Subject: Program and Facility Juvenile Records		

I. Policy

Programs and facilities in the Division shall create and maintain a case file for each juvenile under the supervision of the Division. Files shall be established and maintained in each program or facility to meet the needs of the juveniles and the program. Access to files shall be given in accord with the Government Records Access Management Act (“GRAMA”).

II. Rationale

The maintenance of complete and accurate records is essential to providing quality services. Historical information regarding juveniles in the Division’s care is critical to continued care, future program involvement, and information sharing with allied agencies.

III. Definitions

- A. “Juvenile records” are facility or program records regarding individual juveniles that organize and maintain information regarding demographics, assessments, progress notes and critical information.
- B. “Juvenile Permanent files” are comprehensive records regarding individual juveniles that are maintained by case management and the Division, with collective historical information from the time the juvenile was committed to the care of the Division until termination of the relationship with the Division.
- C. “GRAMA” is the Utah Government Records Access Management Act.

IV. Procedures

- A. All Division programs and facilities shall create and maintain a juvenile record for each juvenile in the program. Juvenile records shall include the following minimum information as applicable:
 - 1. name, age, DOB, sex, race, nationality, address, parent or guardian information and phone number;
 - 2. initial intake information;
 - 3. court orders;
 - 4. property inventory;
 - 5. assessments;
 - 6. testing;
 - 7. medical information;

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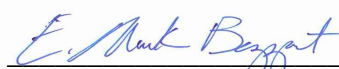
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- 8. progress notes;
 - 9. critical information;
 - 10. disciplinary records;
 - 11. signed release of information forms;
 - 12. driver's license number, social security number, and Medicaid number, when applicable.
- B. Any pertinent or critical information shall be submitted to the case manager to be filed in the juvenile's permanent file.
- C. Juvenile records and permanent files shall be kept in accordance with GRAMA and retention schedules.
- D. Records will be kept in locked drawers of file cabinets, when not in use, and be protected against unauthorized use.
- E. Information in juvenile records and permanent files is classified and released in accordance with GRAMA (Government Records Access and Management ACT) guidelines.

V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



E. Mark Bezzant, Chair
Board of Juvenile Justice Services

09/07/11

Signature Date



Susan Burke, Director
Division of Juvenile Justice Services

09/07/11

Signature Date